MALAYSIAN PUBLIC SECTOR

OPEN SOURCE SOFTWARE (OSS) PROGRAMME

MyBooking
- User Manual for User-

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1 INTRODUCTION

1.1 Introduction

MyBooking is an online web-based system that helps Public Sector agencies to manage meeting rooms and related resources. MyBooking provides a user-friendly and effective interface to facilitate the daily work at the agency.

MyBooking also provides interactive AJAX calendar that shows the overview of the reservation. MyBooking support reservation for food and beverages, equipment and transportation.

1.2 Benefits of MyBooking

- User can easily keep track their booking status.
- User can check the availability of the required resource, i.e. a room.
- Administrator can easily manage booking.
- Administrator and user receive email alert regarding booking.

1.3 Objectives of MyBooking

- Ease event management through a reliable and responsive event calendar.
- Save time by finding available venues and rooms when needed.
- Eliminate issues of conflicting and redundant venue and room booking.
- Improve delivery and response time via automatic email.
- Ability to generate report based on collected data.

2 GETTING STARTED

2.1 Understanding Roles in MyBooking

Administrator:

- Manage users record
- Manage room record
- Manage equipment record
- Manage transportation record
- Manage room booking.
- Manage equipment booking.
- Manage food booking.
- Manage transportation booking.

Room Owner:

- Manage room record.
- Manage room booking.

Head Driver:

- Manage transportation and transportation types record.
- Manage transportation booking.

User:

- Check availability.
- Create booking.
- Check booking status
- Manage profile

3 USER INTERFACE

Each of the interfaces described and illustrated in this chapter will be used throughout this manual.

3.1 Login Page

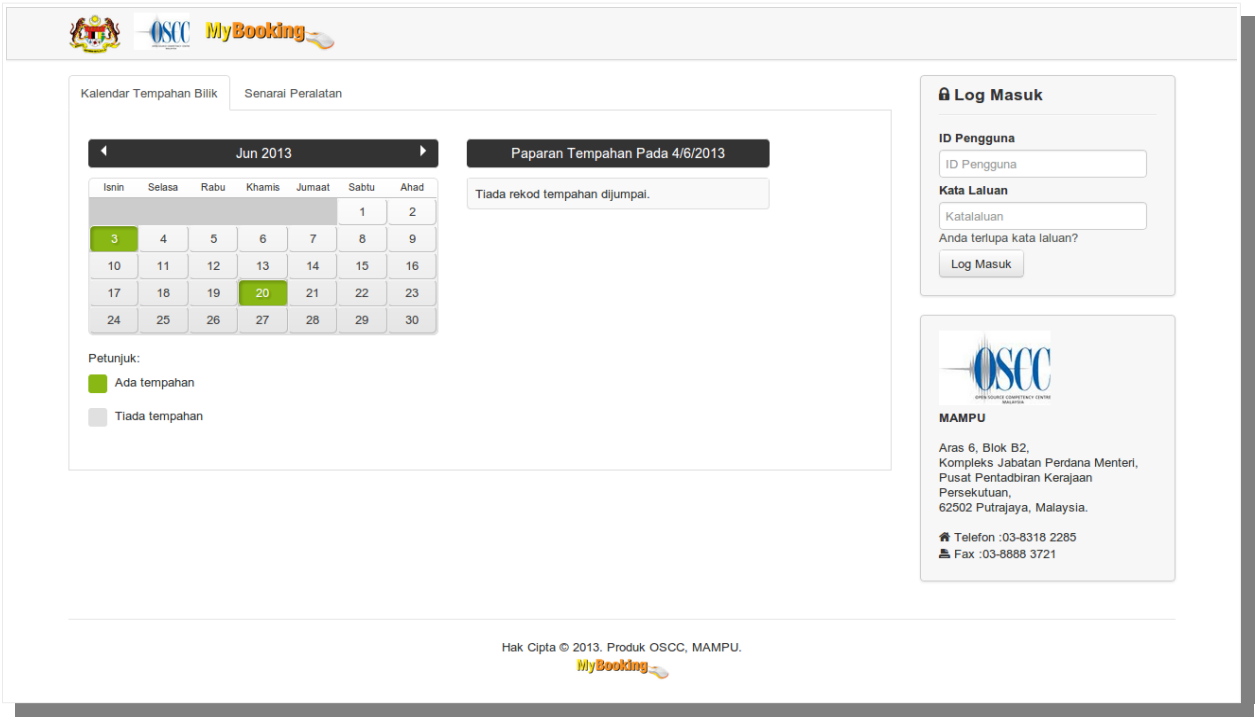


Illustration 3.1: Login page.

3.1.1 Login Form

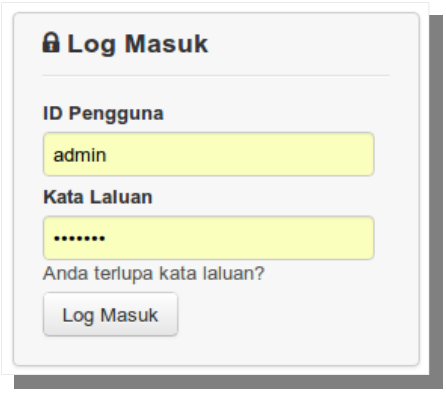


Illustration 3.2: Login form.

User are required to log in into the system to perform more tasks. If the user has forgotten their password, they can reset their password using the provided forgot password feature. To do that, click on the **"Anda terlupa katalaluan?"** link provided in the login form and it will display another form which is used to reset the password. The form is as shown below. Enter email address which is registered in the MyBooking system and click **"Hantar"** to proceed. To cancel this operation and go back to the login page, click on the **"Kembali"** button.

Illustation 3.3: Forgot password form.

3.1.2 Agency Information Area

Illustration 3.4: Agency information area.

3.1.3 Content Area Before Login

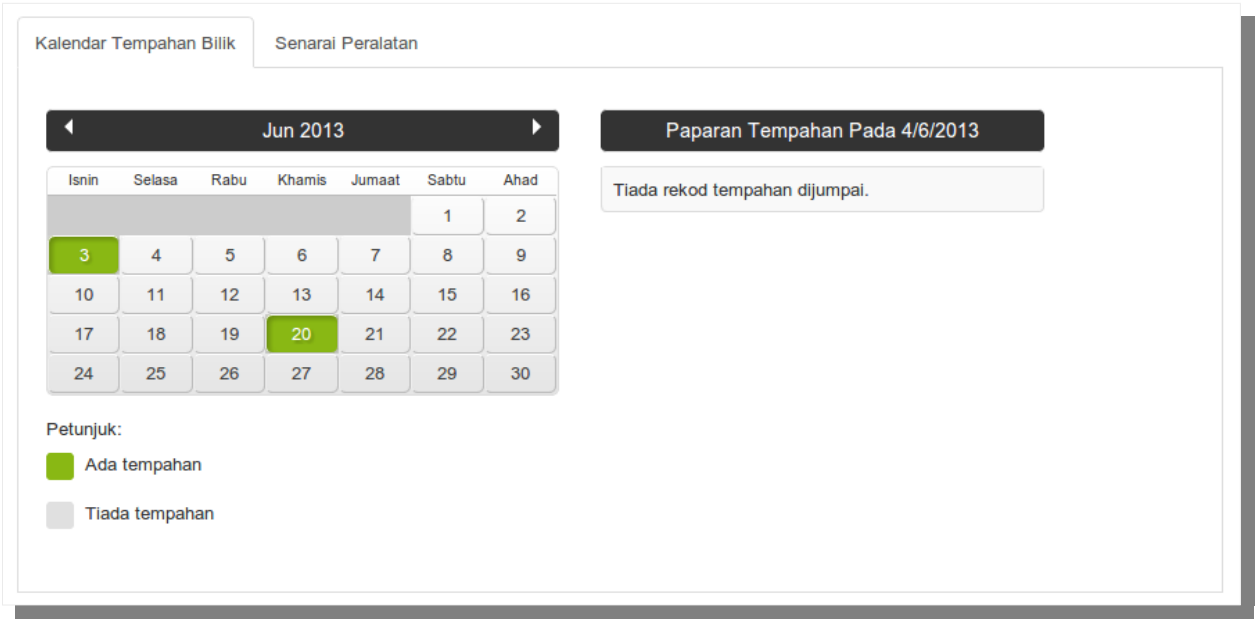

Kalendar Tempahan Bilik
Senarai Peralatan
Jun 2013
Isnin Selasa Rabu Khamis Jumaat Sabtu Ahad
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
Paparan Tempahan Pada 4/6/2013
Tiada rekod tempahan dijumpai.
Petunjuk:
Ada tempahan
Tiada tempahan

Illustration 3.5: Content area.

3.1.4 Navigation Bar

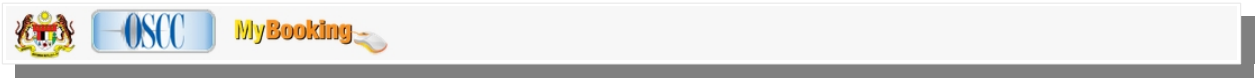


Illustration 3.6: Navigation bar.

3.2 Main Page

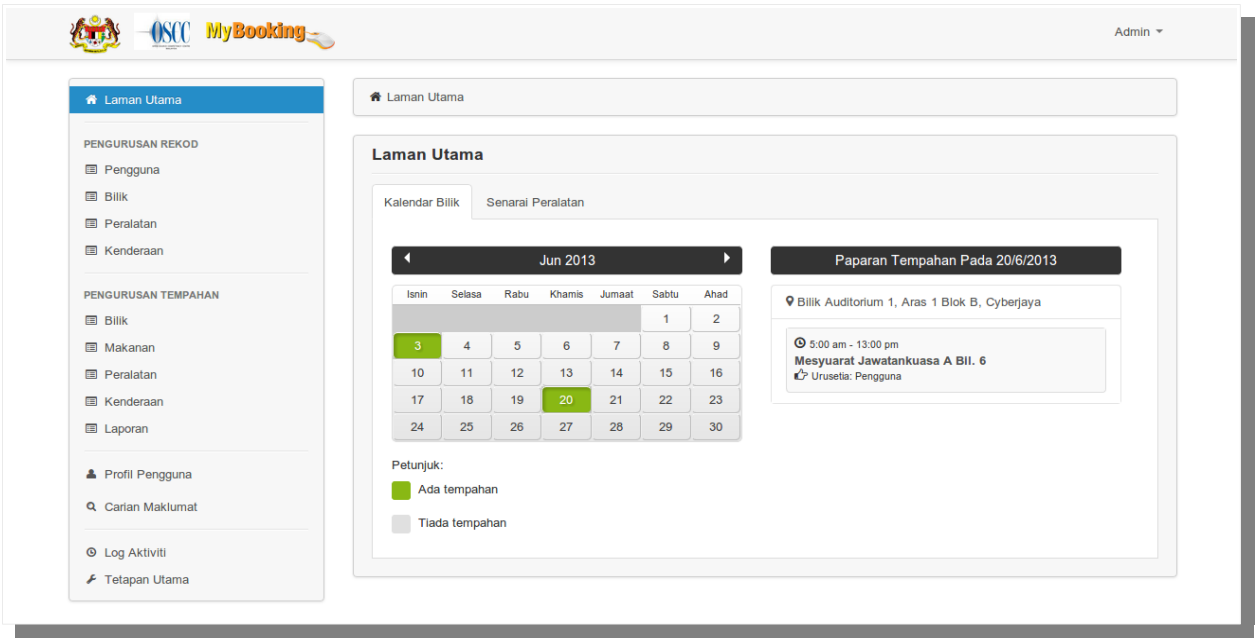


Illustration 3.7: Main page for Administrator.

3.2.1 Navigation Bar

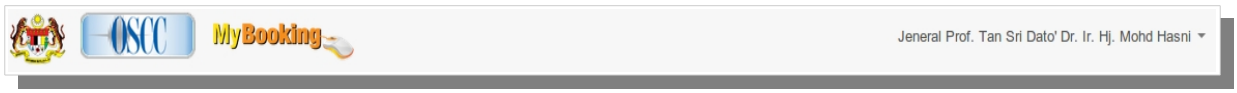


Illustration 3.8: Navigation bar.

3.2.2 Navigation List

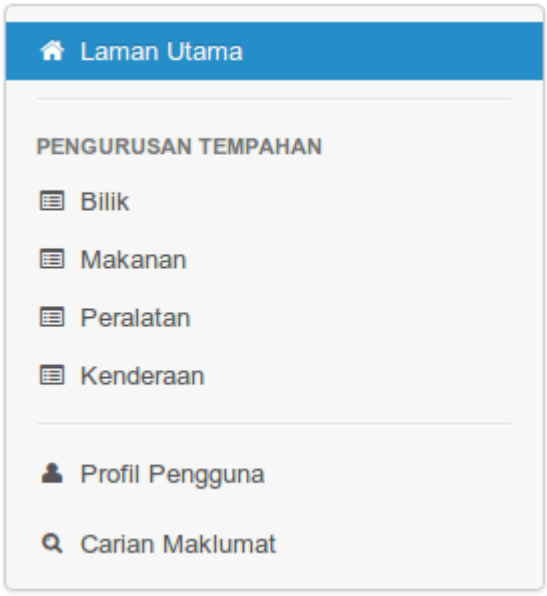


Illustration 3.9: Navigation list for a normal user.

3.2.3 Breadcrumb Navigation

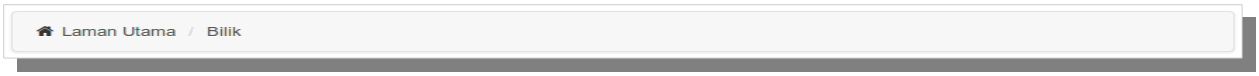


Illustration 3.10: Breadcrumbs.

3.2.4 Content Area

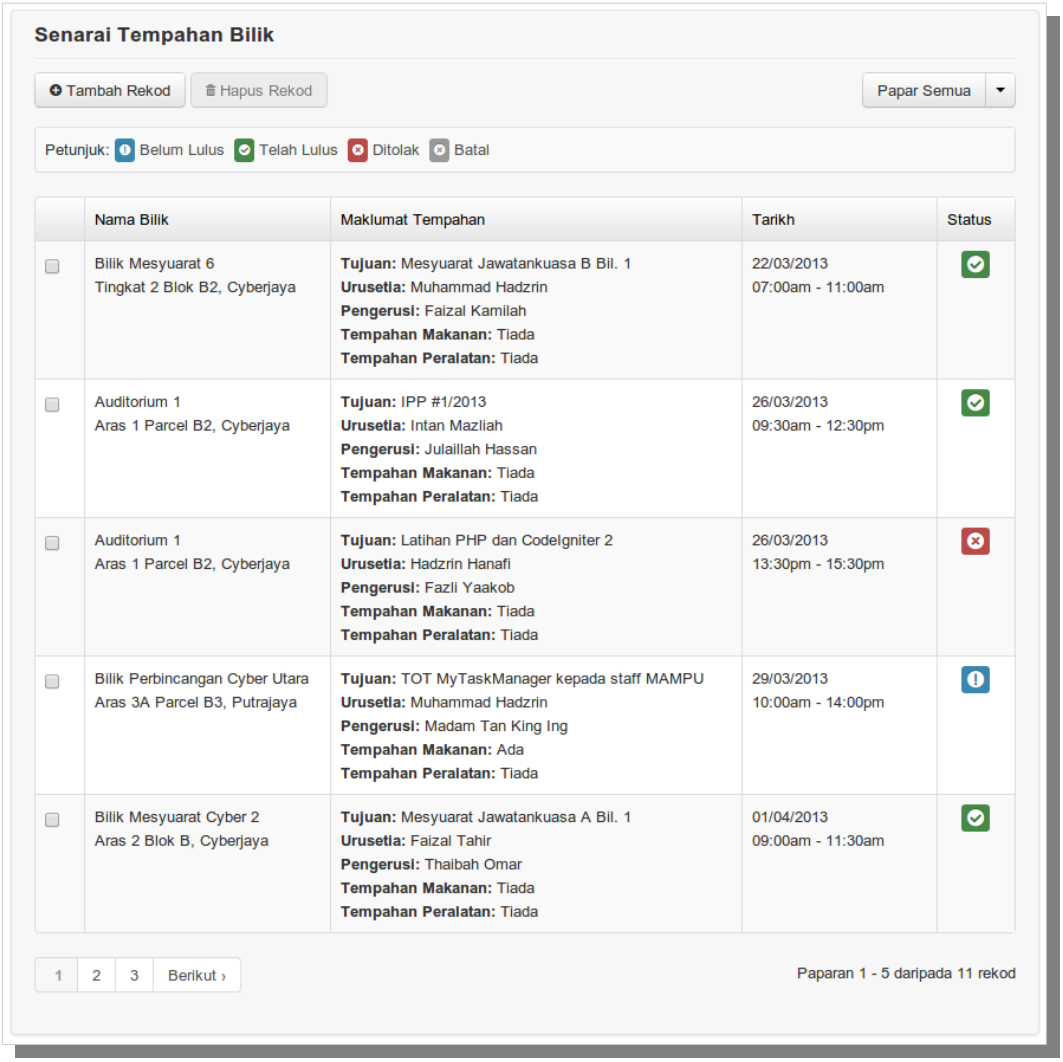


Illustration 3.11: Main content area.

4 BOOKING CALENDAR

4.1 Booking Calendar

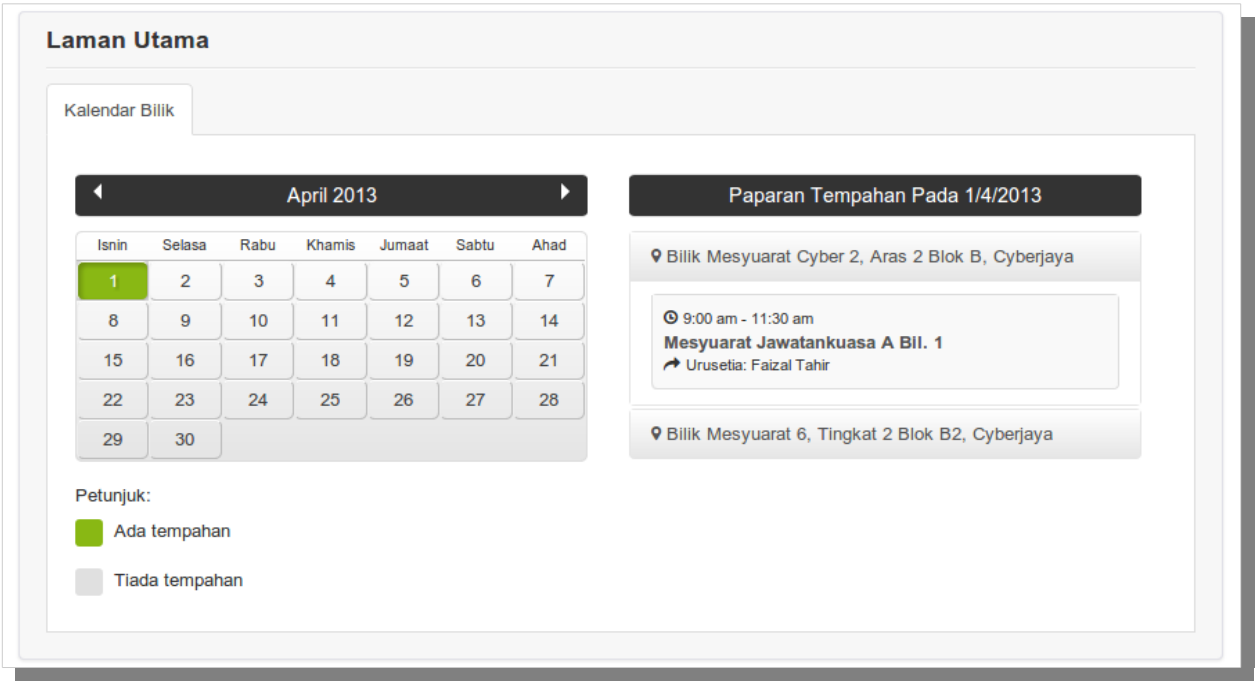

Laman Utama
Kalendar Bilik
April 2013
Isnin Selasa Rabu Khamis Jumaat Sabtu Ahad
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30
Paparan Tempahan Pada 1/4/2013
Bilik Mesyuarat Cyber 2, Aras 2 Blok B, Cyberjaya
9:00 am - 11:30 am
Mesyuarat Jawatankuasa A Bil. 1
Urusetia: Faizal Tahir
Bilik Mesyuarat 6, Tingkat 2 Blok B2, Cyberjaya
Petunjuk:
Ada tempahan
Tiada tempahan

Illustration 4.1: Booking Calendar.

Located in both login and main content area, this interactive JQuery calendar helps user to browse approved bookings easily. It also helps user to quickly plan their booking. To use this calendar, click on any date in green colour and the system will display list of booking within the "**Paparan Tempahan**" area. The date with green colour means there is at least one approved booking on that particular date and the date with no colour means there is no booking made on that particular date.

To view the booking details, simply click on the booking title in the **"Paparan Tempahan"** area.

5 BOOKING MANAGEMENT

5.1 Room Booking Management

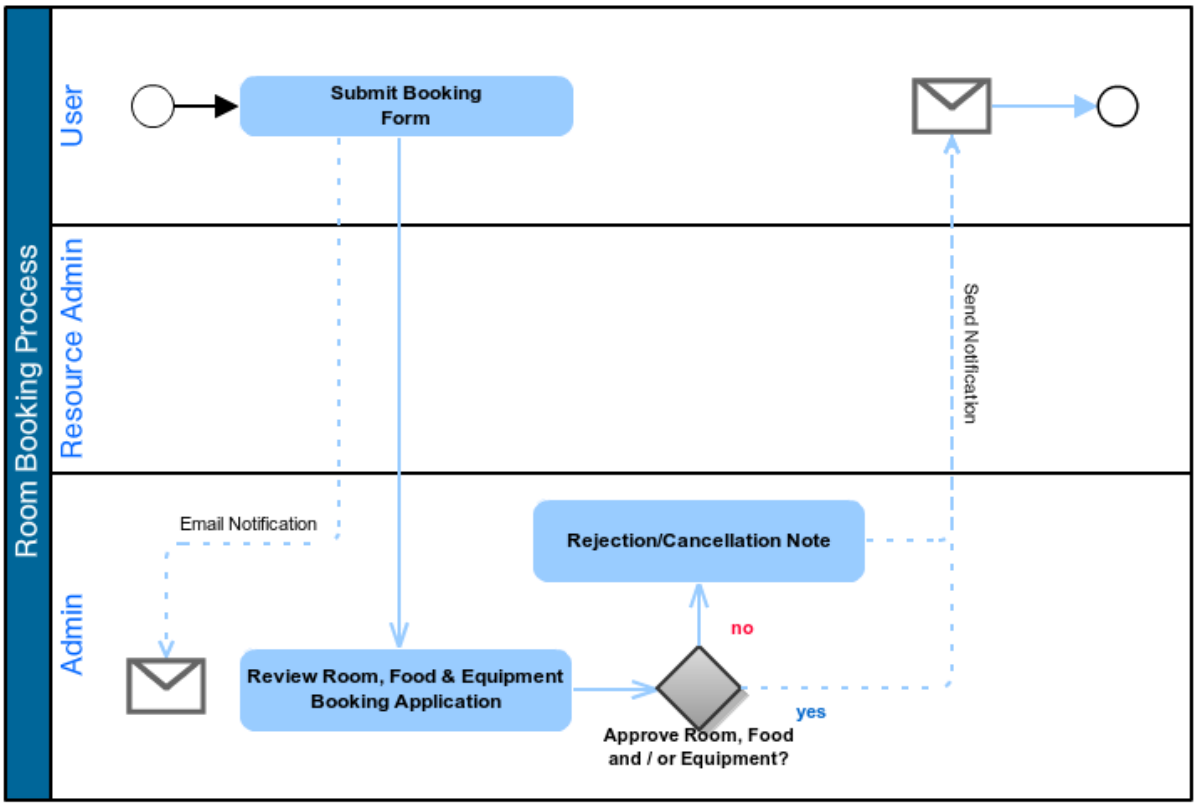


Illustration 6.1: Booking process for rooms without resource owner.

Shown above is a complete booking process for a room without a resource owner. This means that the room is under the management of the system administrator. When a user make a booking application, it will be sent to the system administrator. System administrator is also known as **"Pentadbir Utama"**.

The approval process for this type of booking only involves one (1) step which is taken care by the system administrator. When system administrator approves the booking, it will be applied to the selected room, food and equipments at once. If he/she rejected the booking, then it will also apply to all resource selected in that booking application. Each action performed in the booking process will generate an email notification and it will send to the users respectively.

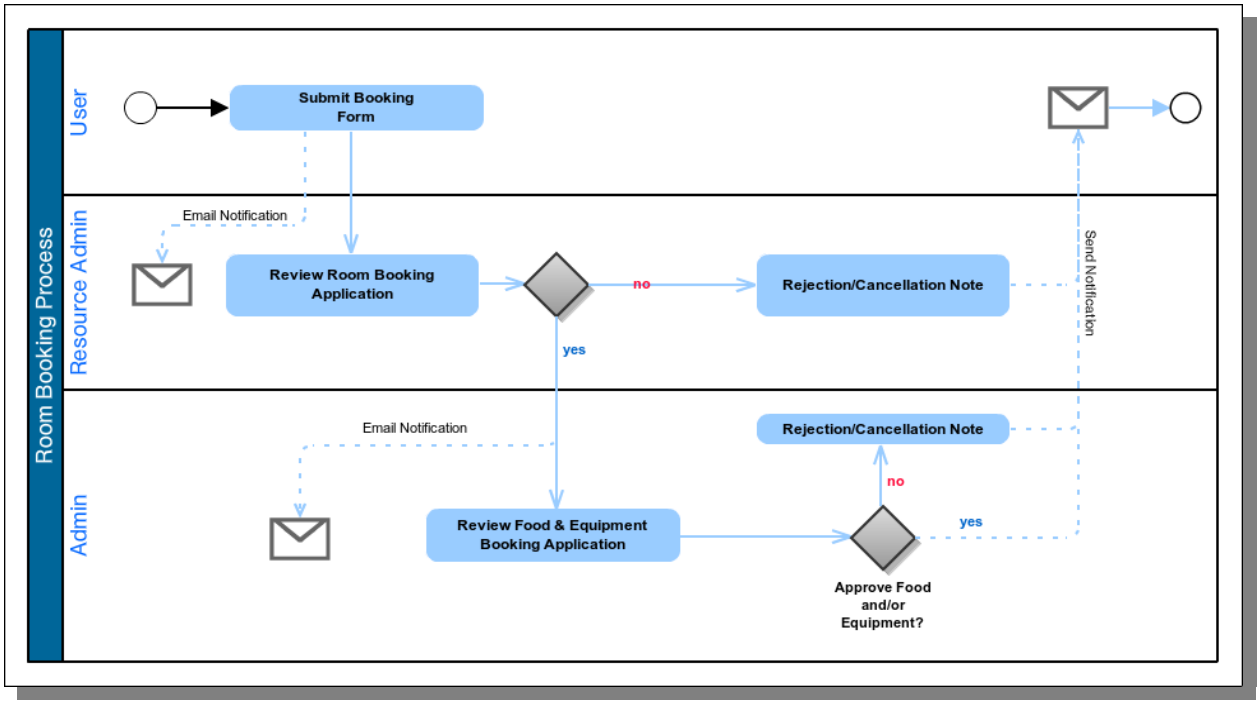


Illustration 6.2: Booking process for rooms with resource owner.

Shown above is a complete booking process for a room with resource owner. When a user made a booking application, it will be sent to the resource owner. Resource owner is also known as **"Pentadbir Bahagian"**.

If the resource owner approve the room booking, if there is other booking comes with it (food and equipment), the application will be forwarded to the system administrator to take action. A room booking is still valid when it is approved, eventhough the food or equipment booking that come with it are not approved by the system administrator.

If the resource owner disapproved the room booking, the entire booking process is considered finished with the result that the booking process is rejected. Each action performed in the booking process will generate an email notification and it will send to the users respectively.

Illustration 6.3: Navigation list for room booking management.

Room booking management is the main feature of MyBooking system and it is integrated with food and equipment module. This module allows user to book a room with food and equipments. Navigate to the room booking management by clicking "**Bilik**" link under "**Pengurusan Tempahan**" section in navigation list. The system will display a room booking list with various approval status types.

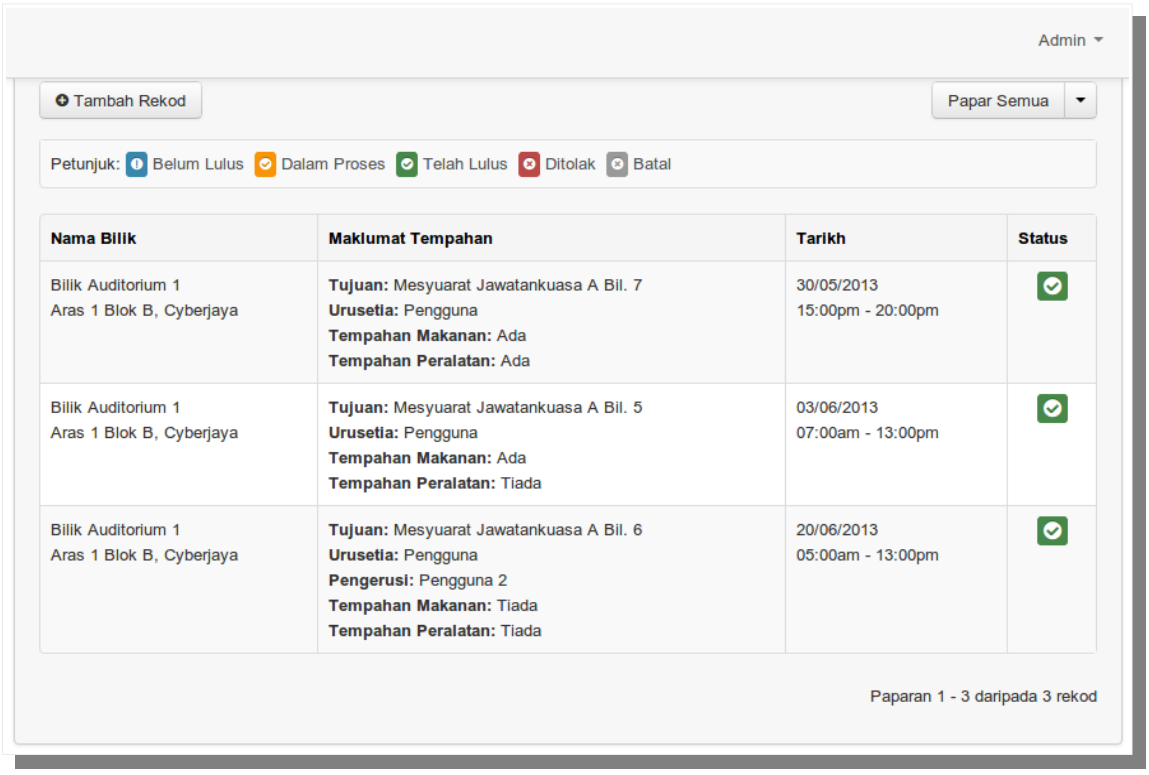


Illustration 6.4: Room booking list.

The approval status are consist of **"Lulus"** (approved), **"Belum Lulus"** (not yet approved), **"Dalam Proses"** (in process) **"Ditolak"** (rejected) and **"Batal"** (cancelled). These approval status are differentiated by different icon and colour to help user to recognise them easily.

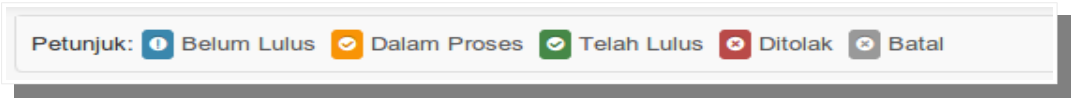


Illustration 6.5: Status legend.

Legend description

Lulus	Booking which has been approved.
Belum Lulus	Booking which pending for approval.
Dalam Proses	Booking which involving two approval steps and the first step (room approval) has been through. This is only happens to a booking with a room owned by **"Pentadbir Bahagian"**.
Ditolak	Booking which has been rejected.
Batal	Booking which has been cancelled.

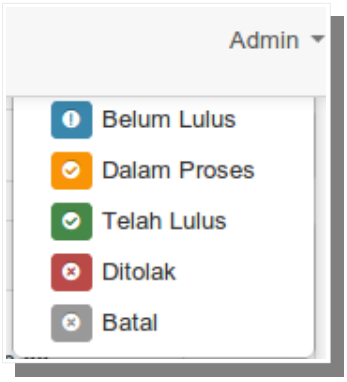


Illustration 6.6: *Papar Semua* button

Besides the legend, a drop down consists of the approval statuses also provided for user convenience. Choosing one of them will update the booking list accordingly.

5.1.1 Add Booking

To add a room booking, click "**Tambah Rekod**" button located above the room booking list. The system will load the room booking form as shown below.

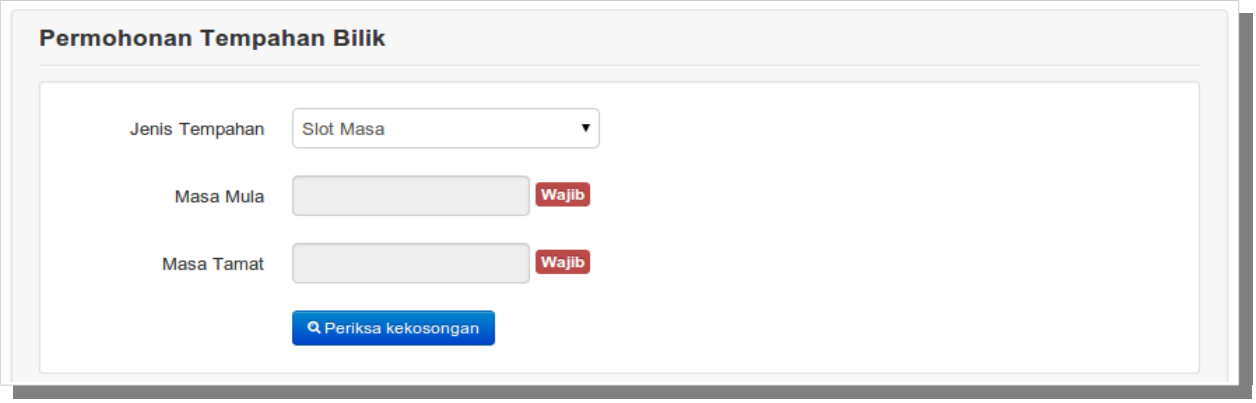


Illustration 6.7: Room booking form.

Start the booking process by choosing a booking type and date/time for the booking. Next click "**Periksa kekosongan**" button to check room availability. If there is a room available, additional form will appear below the form and user can proceed with filling up required fields. All fields with the sign Wajib next to it are required.

Fields:

*Jenis Tempahan**	Choose whether to book the full day or time-period based
*Masa Mula**	Start date and time
*Masa Tamat**	End date and time
* *Mandatory fields*	

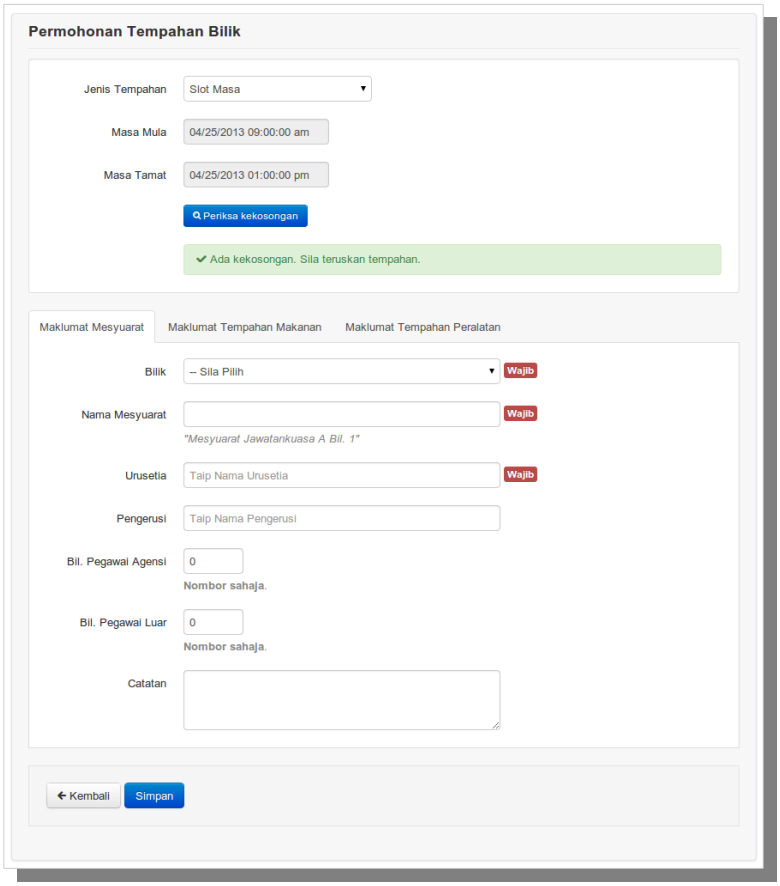


Illustration 6.8: *Maklumat Mesyuarat*'s tab form.

The additional form should appear as shown above. Fill in the form as required and if there is a requirement for food and equipment, user can do so by changing tab "**Maklumat Tempahan Makanan**" and "**Maklumat Tempahan Peralatan**" respectively.

Fields:

*Bilik**	Room name
*Nama Mesyuarat**	Meeting name
*Urusetia**	Secretariat name
Pengerusi	Chairman name
Bil.Pegawai Agensi	Number of agency officers
Bil.Pegawai Luar	Number of outside officers
Penerangan	Meeting description
* *Mandatory fields*	

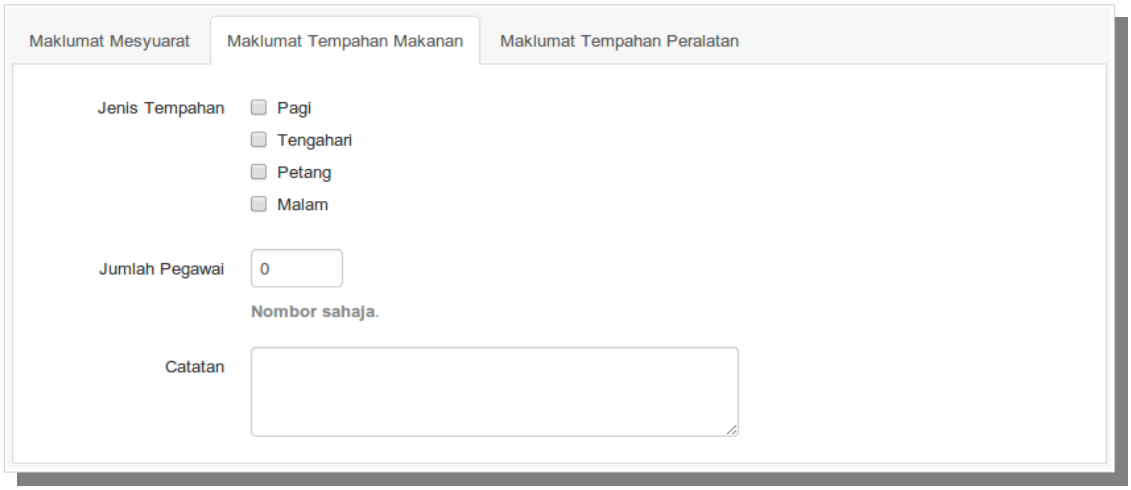


Illustration 6.9: Food booking tab.

Fields:

Jenis Tempahan	Order type: **"Pagi"** (breakfast), **"Tengahari"** (lunch), **"Petang"** (tea-time) and **"Malam"** (dinner).
Jumlah Pegawai	Total number of participants.
Penerangan	Order description.
** Mandatory fields*	

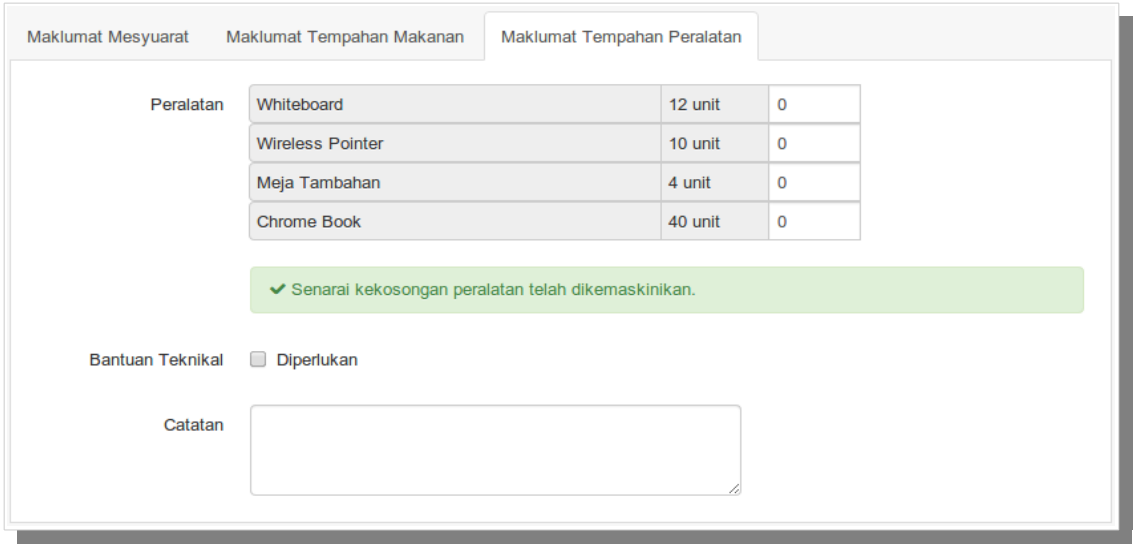


Illustration 6.10: Equipment booking tab

Fields:

Peralatan	Number of equipments required.
Bantuan Teknikal	Request for technical support to install the equipment or to standy during the event.
Penerangan	Notes or special request.
** Mandatory fields*	

Once the form is completed, click on the **"Simpan"** button to submit. System will send an email notification to the room owner (either **"Pentadbir Utama"** or **"Pentadbir Bahagian"**) for the approval process. An email notification will be sent to the user when the booking process has completed.

5.1.2 Cancel Booking

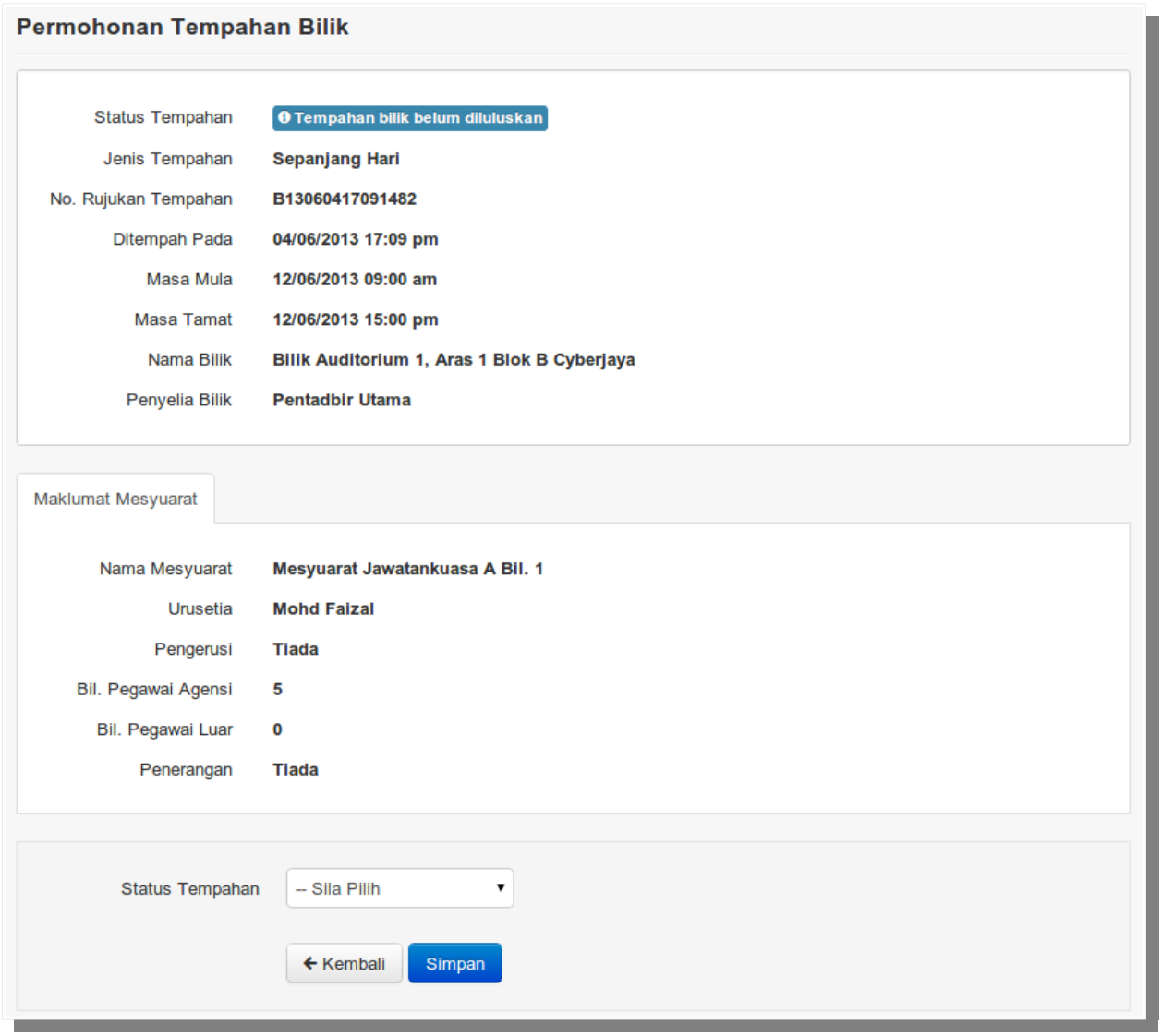
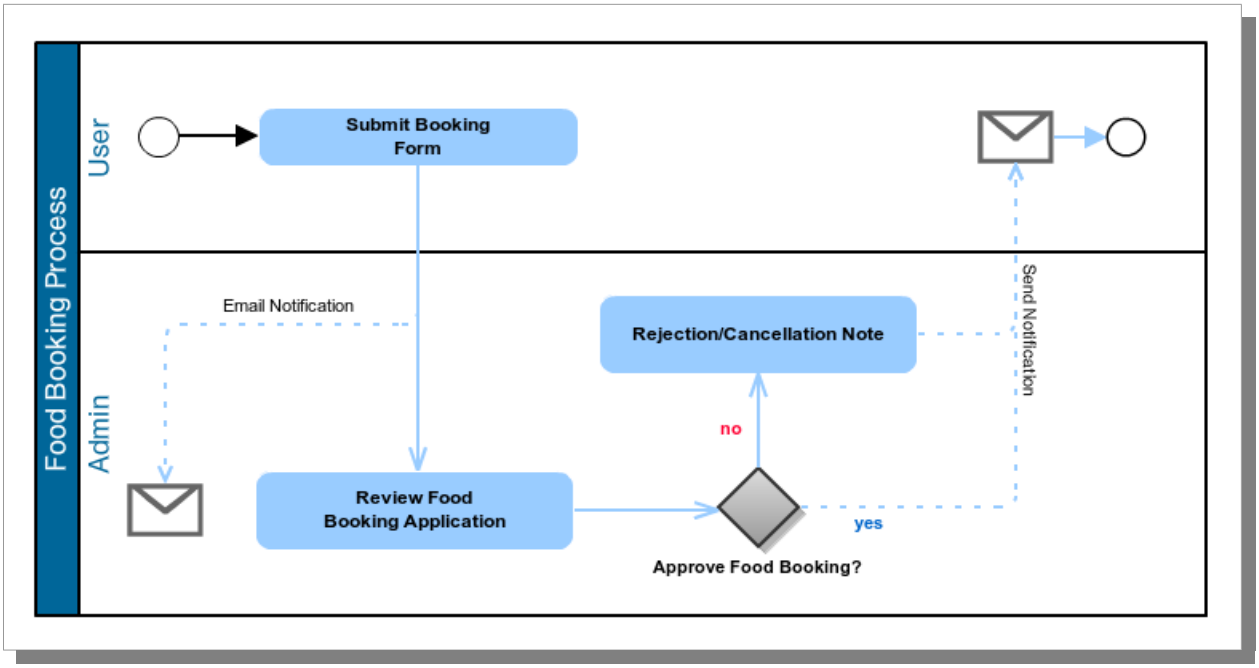


Illustration 6.11: Booking information for review and cancellation.

There are times where the user need to cancel their booking and they can do it easily on MyBooking. MyBooking provides a cancellation process where the form can be found at the bottom part of the view page. To cancel a booking, simply select **"Batal"** from the **"Status Tempahan"** field and click **"Simpan"** button.

5.2 Food Booking Management



Shown above is a complete booking process for food in MyBooking system. The food management is handled by the system administrator. When a user make a booking application, it will be sent to the system administrator.

The approval process for this booking type only involves one (1) step which is taken care by the system administrator. When system administrator set approval for the booking, system will generate an email notification and it will send to the users respectively.

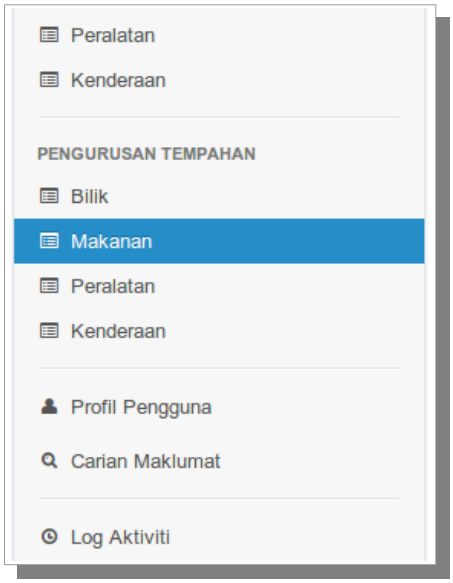


Illustration 6.12: Navigation list food booking module.

User may use this alternative module to make a food booking which does not tie to any room registered in this system. To get into this module, click "**Makanan**" link in "**Pengurusan Tempahan**" section at navigation list.

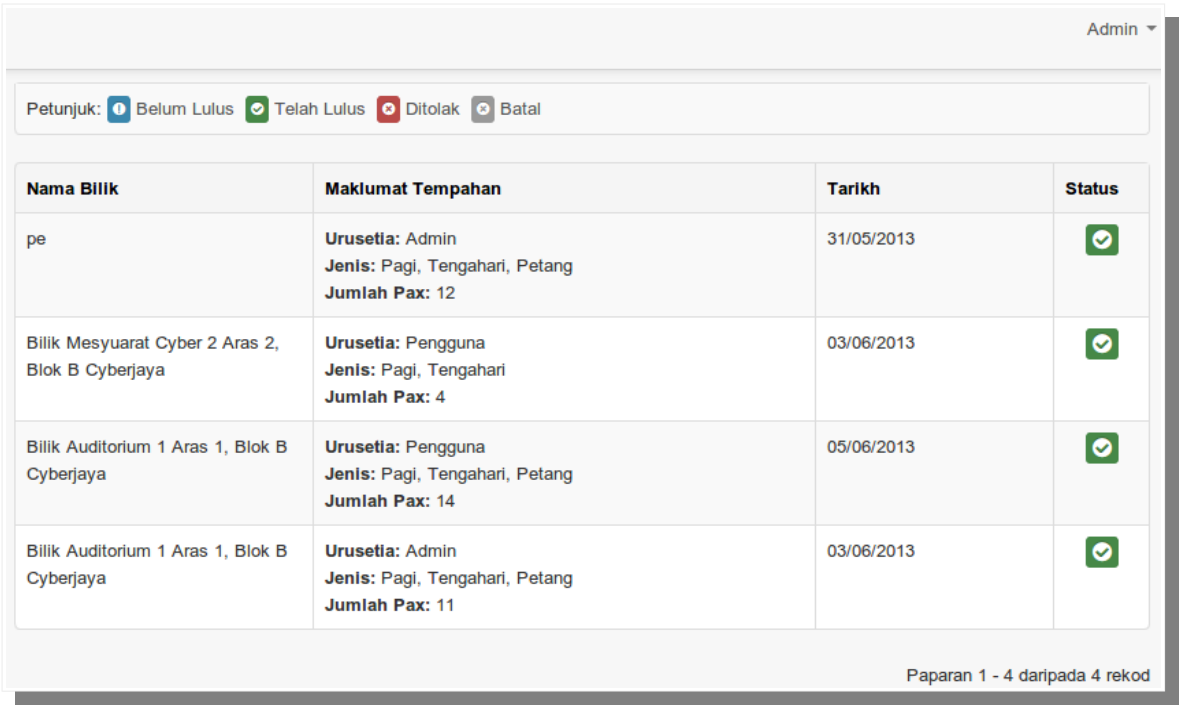


Illustration 6.13: Food booking list.

5.2.1 Add Booking

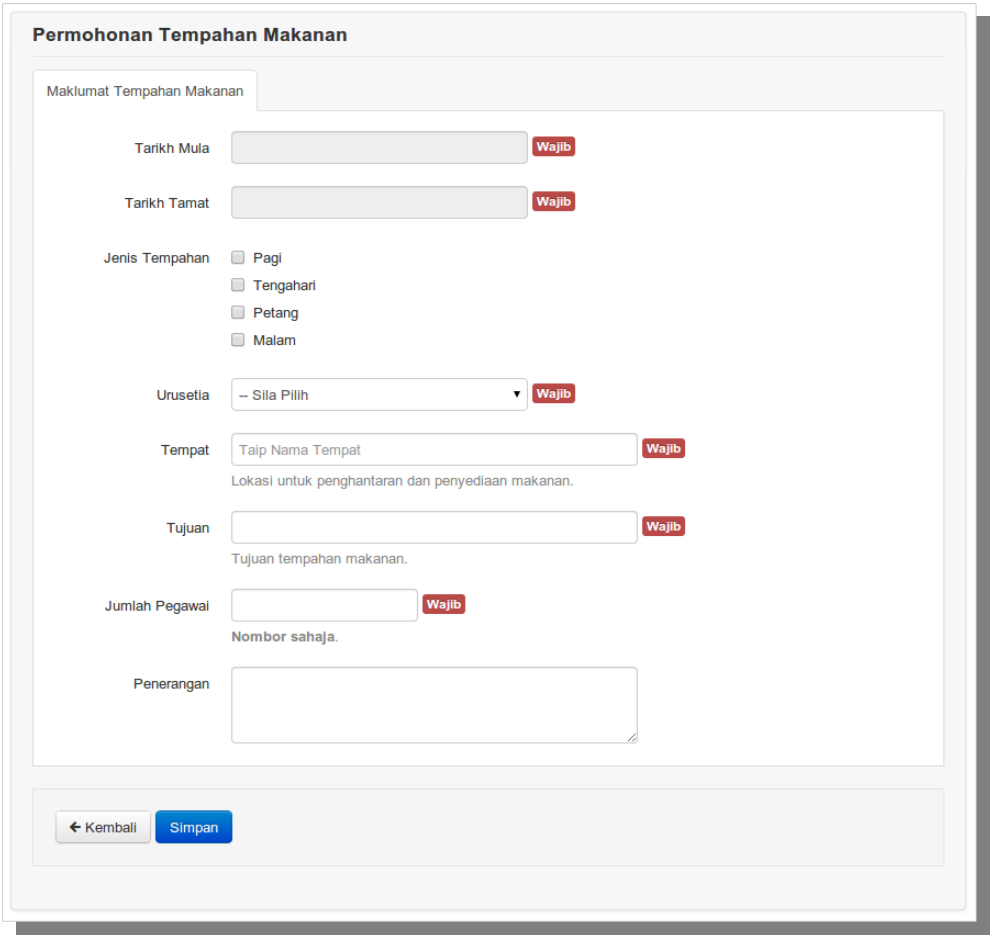


Illustration 6.14: Food booking form.

To create a food booking, click "**Tambah Rekod**" button which located above the food booking list and it will redirect to this page. Complete the form and make sure all fields with the sign Wajib next to it are required. Click "**Simpan**" button to submit the form. If successful, user will be redirected back to food booking list with a success message, but if it fails, user will be prompted to correct the mistakes.

Fields:

*Tarikh Mula**	Start date
*Tarikh Tamat**	End date
*Jenis Tempahan**	Order Type: breakfast,lunch,tea,dinner
*Urusetia**	Secretariat name
*Tempat**	Location for delivery and preparation food
*Tujuan**	The purpose of food order
*Jumlah Pegawai**	Total of officer
Penerangan	Order description
** Mandatory fields*	

5.2.2 Cancel Booking

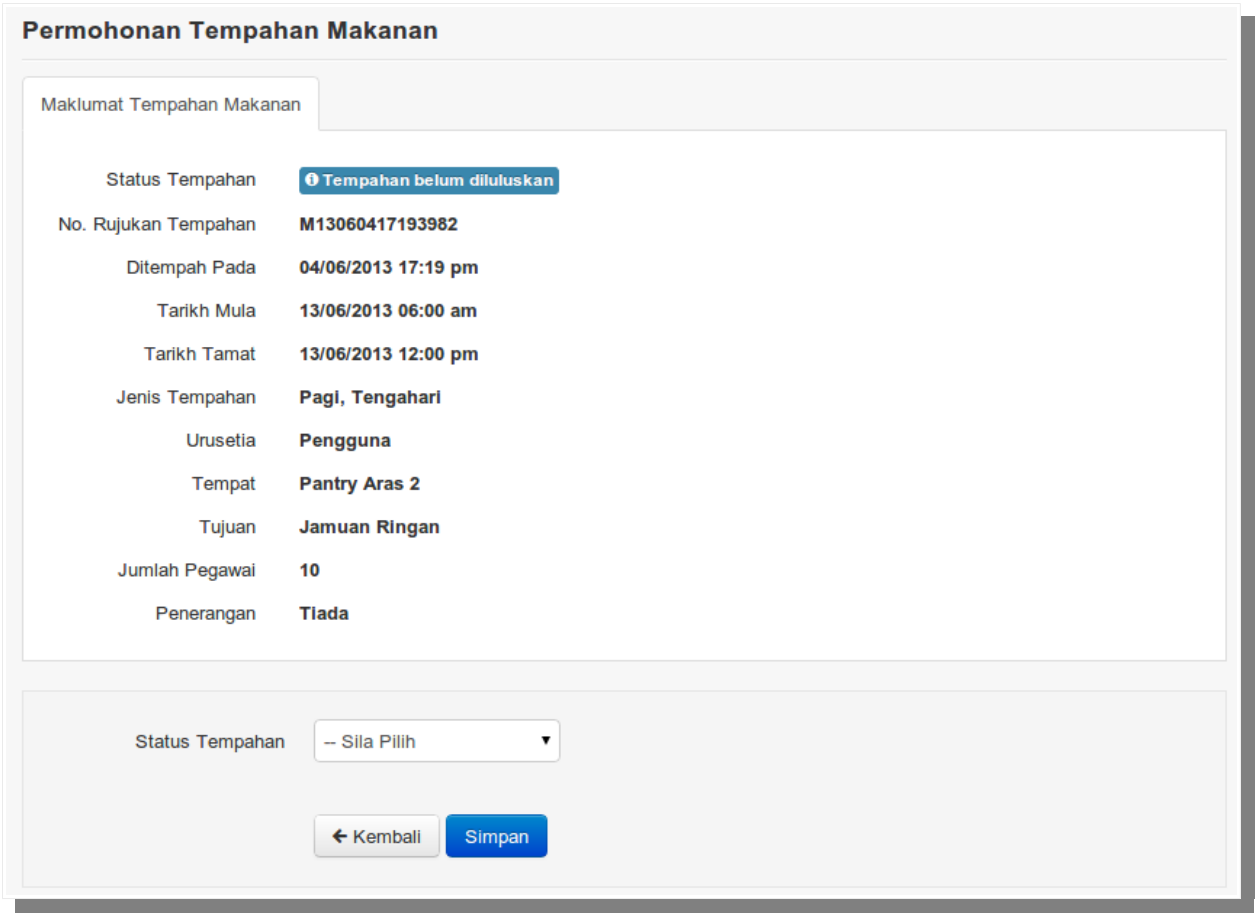
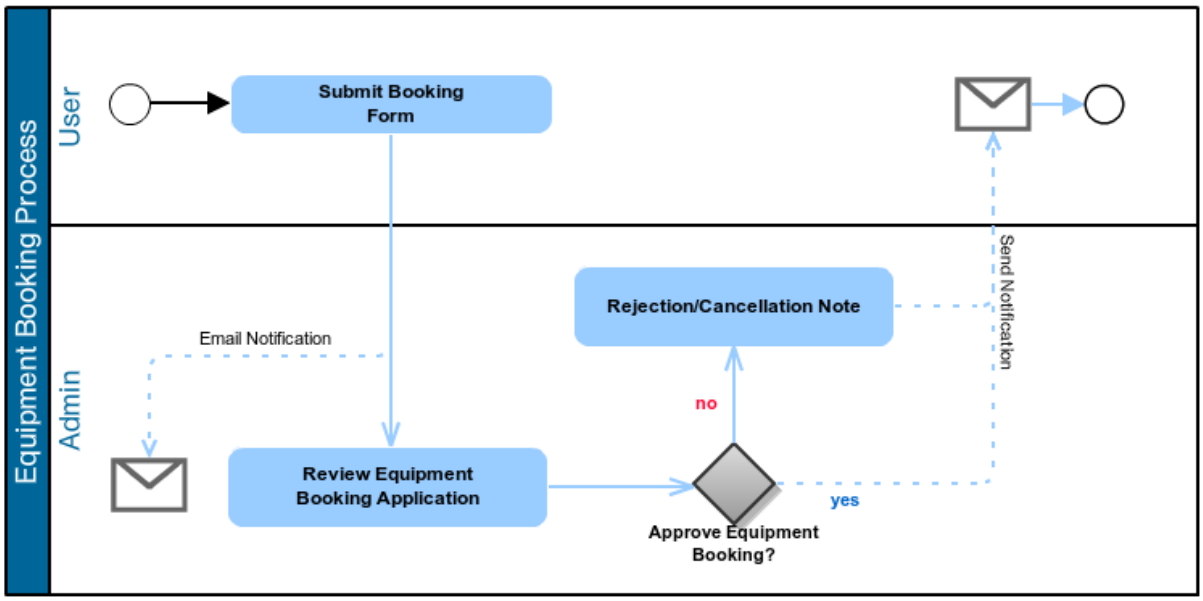


Illustration 6.15: Booking view and cancellation form.

There are times where the user need to cancel their booking and they can do it easily on MyBooking. MyBooking provides a cancellation process where the form can be found at the bottom part of the view page. To cancel a booking, simply select **"Batal"** from the **"Status Tempahan"** field and click **"Simpan"** button.

5.3 Equipment Booking Management



Shown above is a complete booking process for equipments in MyBooking system. The equipment management is handled by the system administrator. When a user make a booking application, it will be sent to the system administrator.

The approval process for this booking type only involves one (1) step which is taken care by the system administrator. When system administrator set approval for the booking, system will generate an email notification and it will send to the users respectively.

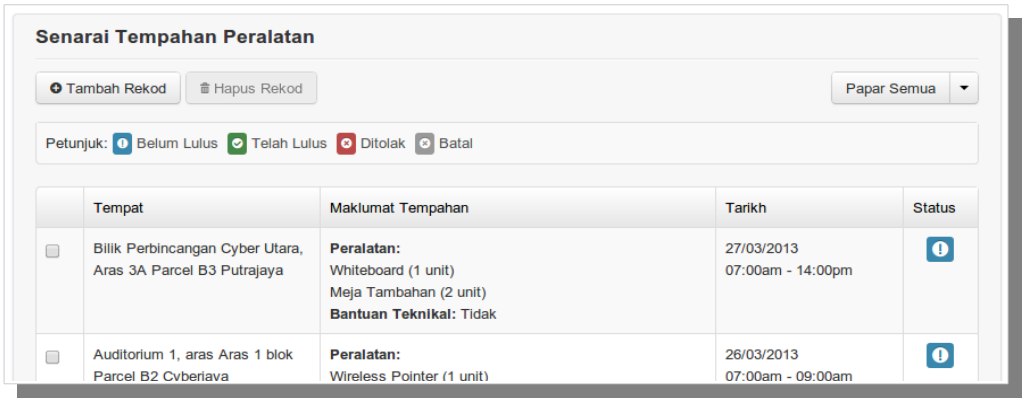


Illustration 6.17: Navigation list for equipment booking management.

User may use this alternative module to create an equipment booking which does not tie to any room registered in this system. To get into this module, click "**Peralatan**" link in "**Pengurusan Tempahan**" section at navigation list.

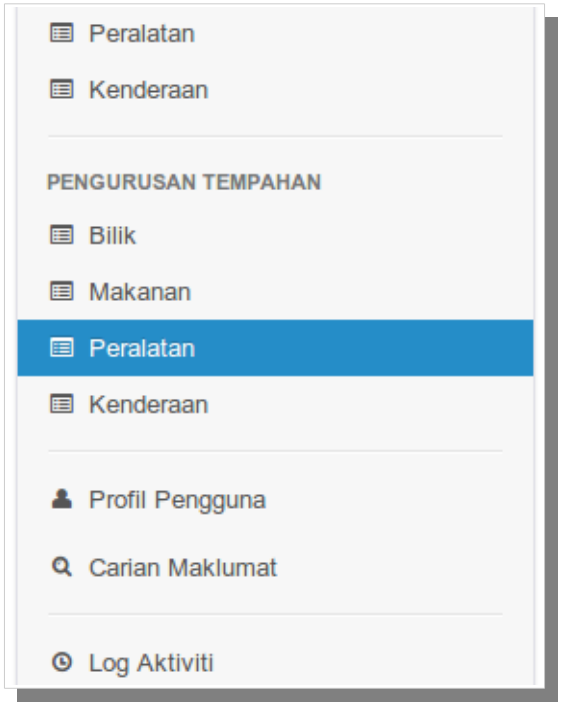


Illustration 6.18: Equipment booking list.

5.3.1 Add Booking

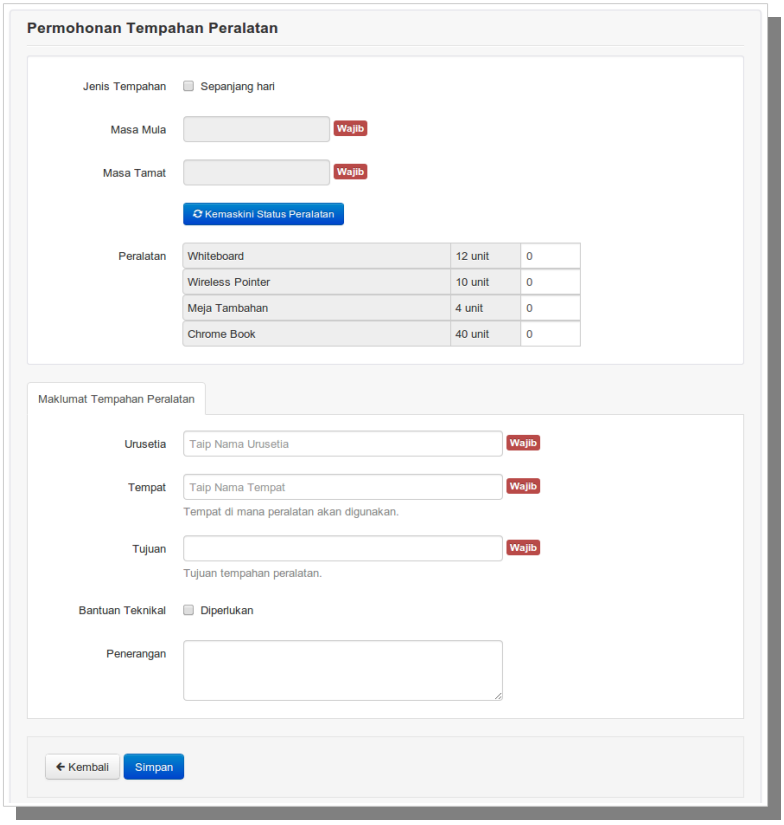


Illustration 6.19: Equipment booking form.

Book equipments by clicking "**Tambah Rekod**" button at the upper left of equipment booking list and it will lead to this page. Choose date and time for the booking to take place and click "**Kemaskini Status Peralatan**". It will then refresh the equipment list available on that date. Enter appropriate number of equipments to book, and fill in the form with appropriate information depending on the fields. Same with the other forms, fields with a red box and "**Wajib**" wording are mandatory fields. Upon finishing the form, click "**Simpan**" button to proceed with the booking. If successful, user will be led back to equipment booking list with a success notification, but if it fails, user will be prompt to correct the mistakes.

Fields:

Jenis Tempahan	To check either your booking is for the whole day or not
*Masa Mula**	Start date
*Masa Tamat**	End date
*Peralatan**	The amount of equipment required * Click **"Kemaskini Status Peralatan"** button to check the amount of equipment available
*Urusetia**	Secretariat name
*Tempat**	The place where the equipment will be used
*Tujuan**	Equipment booking purposes
Bantuan Teknikal	To check whether need technical support or not
Penerangan	Booking description
** Mandatory Fields*	

5.3.2 Cancel Booking

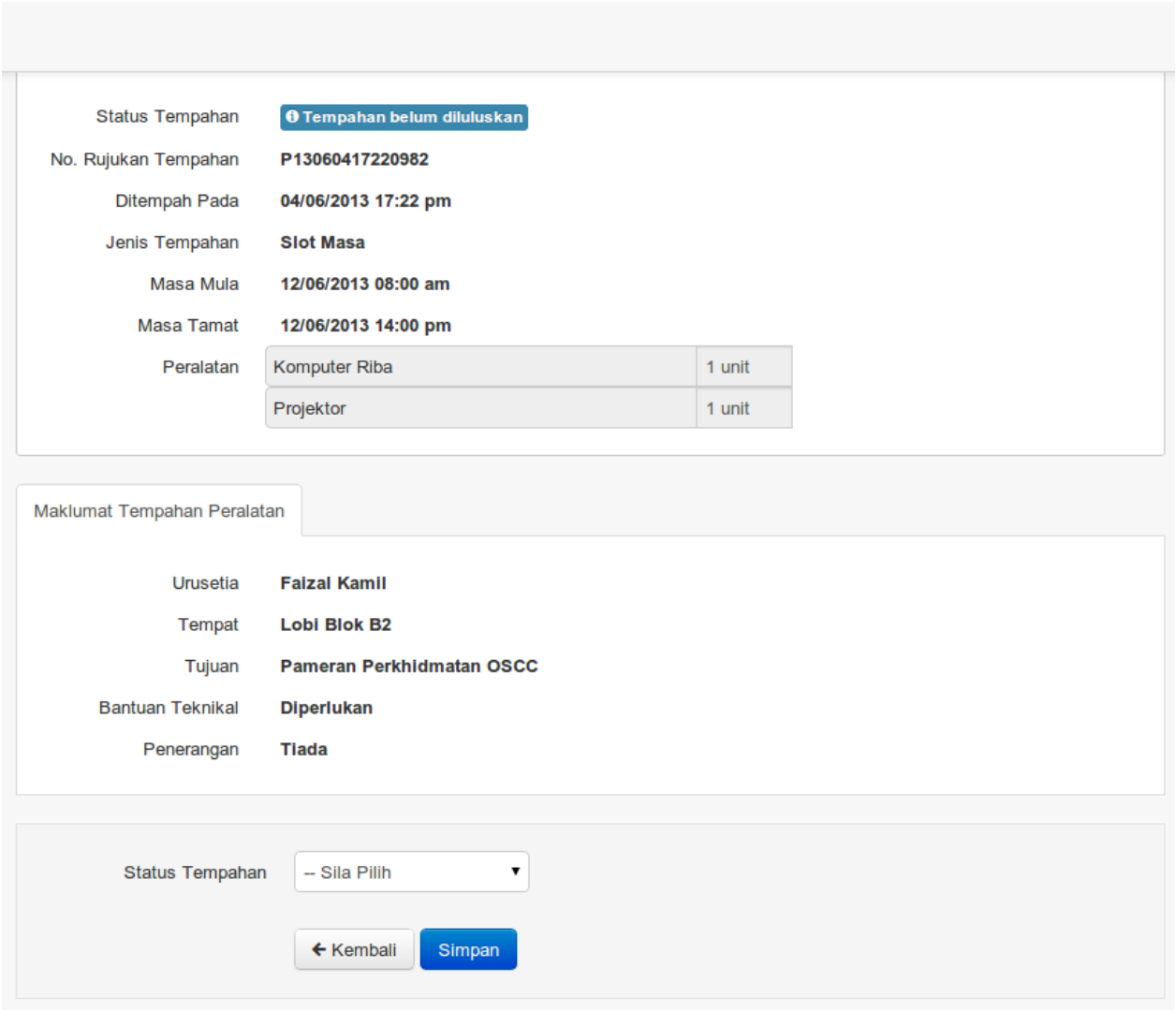
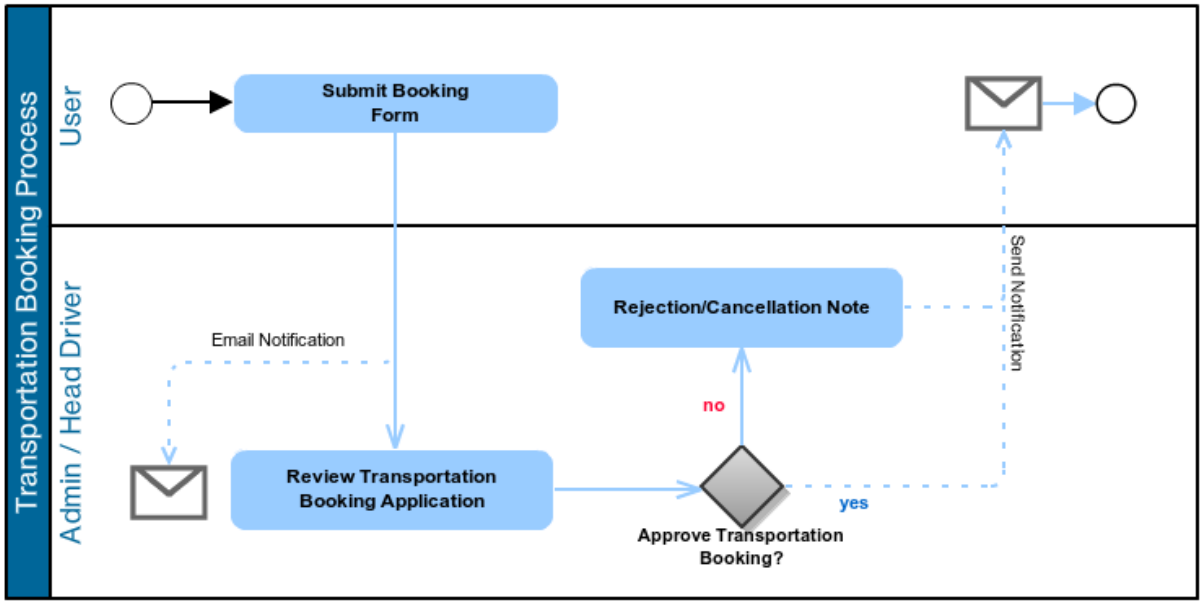


Illustration 6.20: Booking review and cancellation form.

There are times where the user need to cancel their booking and they can do it easily on MyBooking. MyBooking provides a cancellation process where the form can be found at the bottom part of the view page. To cancel a booking, simply select **"Batal"** from the **"Status Tempahan"** field and click **"Simpan"** button.

5.4 Tranportation Booking Management



Shown above is a complete booking process for transport in MyBooking system. The transport management is handled either by the system administrator or head driver. When a user make a booking application, it will be sent to the head driver (if exists), otherwise it will be sent to system administrator.

The approval process for this booking type only involves one (1) step which is taken care by the system administrator. When system administrator/head driver set approval for the booking, system will generate an email notification and it will send to the users respectively.

Illustration 6.21: Navigation list for transportation booking management.

This module allows user to perform transportation booking, while user with administrative level (**"Pentadbir Utama"** and **"Head Driver"**) may approve, reject, cancel and delete booking. To get into this module, simply click on "**Kenderaan**" link located at "**Pengurusan Tempahan**" in navigation list and the system will display transportation booking list in content area.

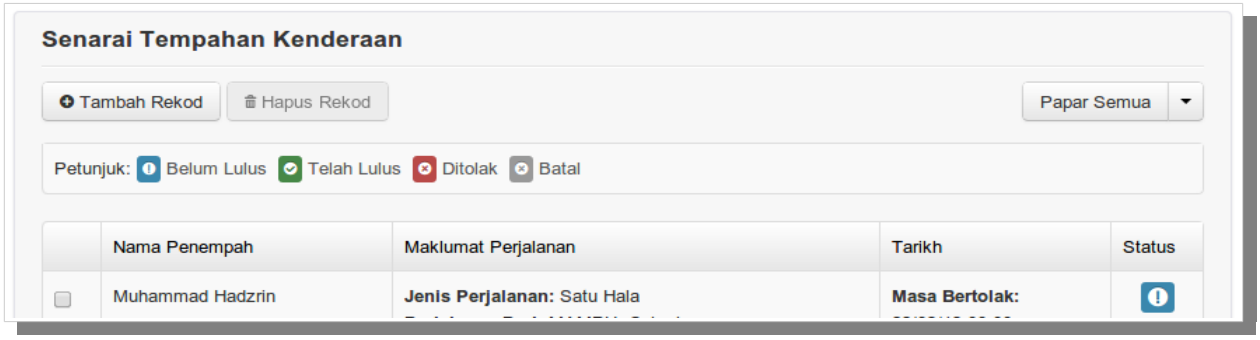


Illustration 6.22: Transportation booking list.

5.4.1 Add Booking

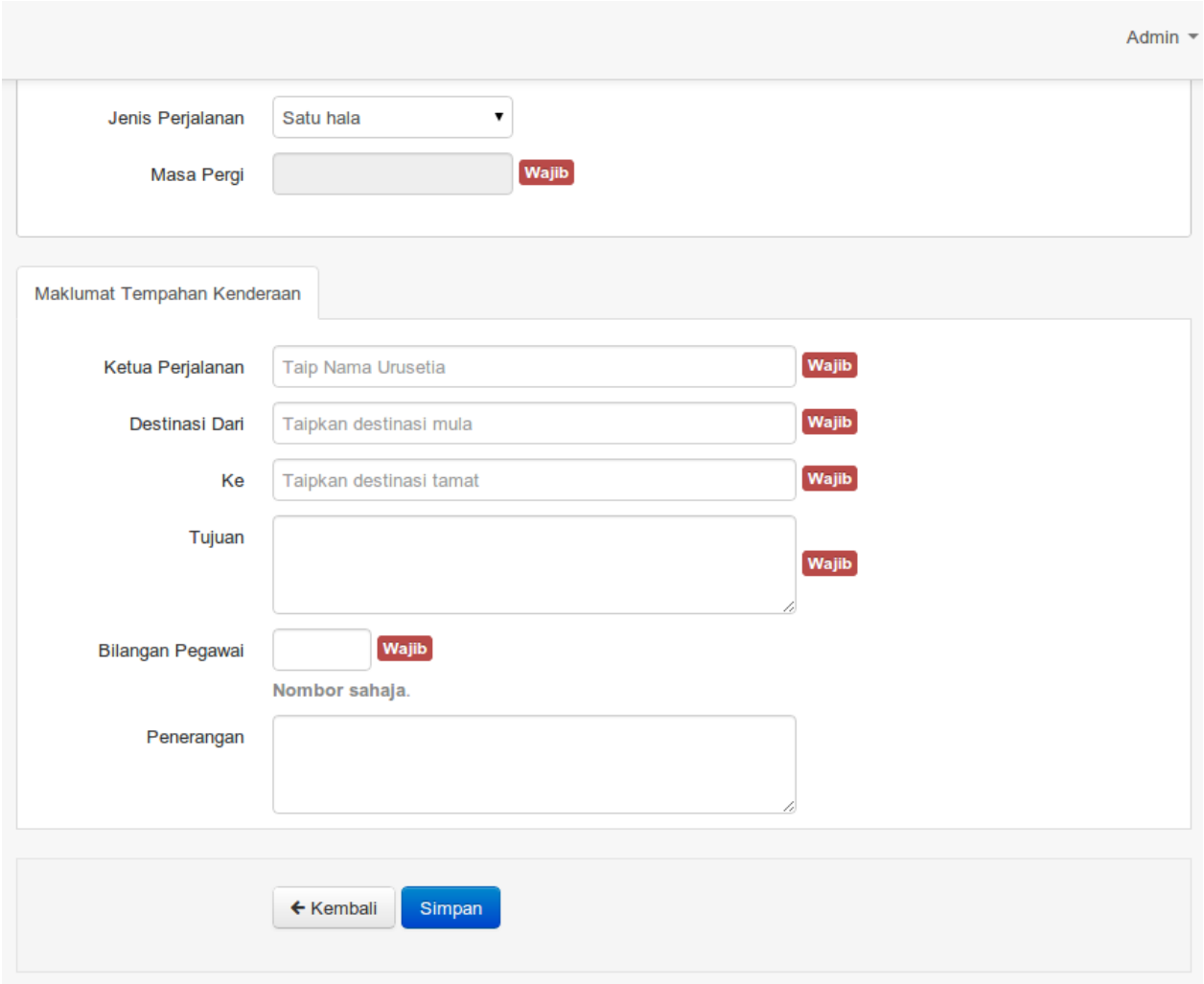


Illustration 6.23: Transportation booking form.

Start booking transportation by clicking "**Tambah Rekod**" button which located above the equipment booking list and it will redirect to this page. All fields with the sign Wajib next to it are required. Once the form is completed, click "**Simpan**" button to proceed with the booking. If successful, user will be redirected back to transportation booking list with a success notification, but if it fails, user will be prompted to correct the mistakes.

Fields:

Jenis Perjalanan	Specify the type of journey, one way(*satu hala*) or two way(*dua hala*).
*Masa Pergi**	Start date.
*Masa Balik**	End date.
*Ketua Perjalanan**	Secretariat.
*Destinasi Dari**	Destination from.
*Ke**	Destination to.
*Tujuan**	Purpose of journey.
*Bilangan Pegawai**	Number of personnel.
Penerangan	Extra detail, may be on specific car?
* *Mandatory Fields*	

5.4.2 Cancel Booking

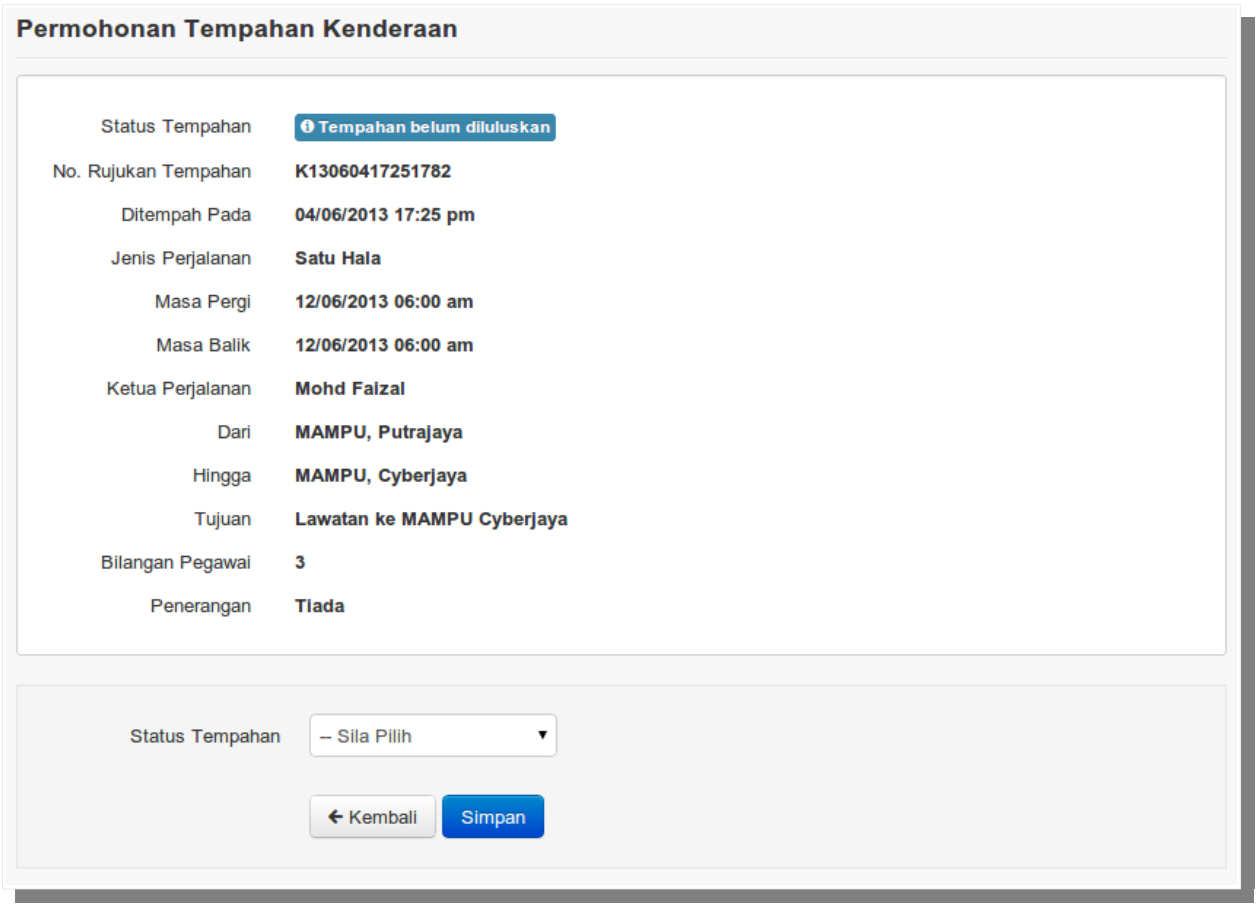


Illustration 6.24: Booking approval form.

There are times where the user need to cancel their booking and they can do it easily on MyBooking. MyBooking provides a cancellation process where the form can be found at the bottom part of the view page. To cancel a booking, simply select **"Batal"** from the **"Status Tempahan"** field and click **"Simpan"** button.

6 USER PROFILE

6.1 User Profile

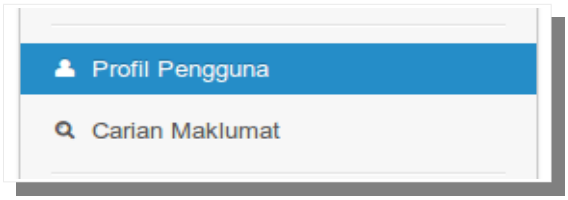


Illustration 7.1: Navigation list for user profile module.

This module allows user to manage their own profile including changing their password. To view this page, click "**Profil Pengguna**" link located in the navigation list and profile page will be displayed.

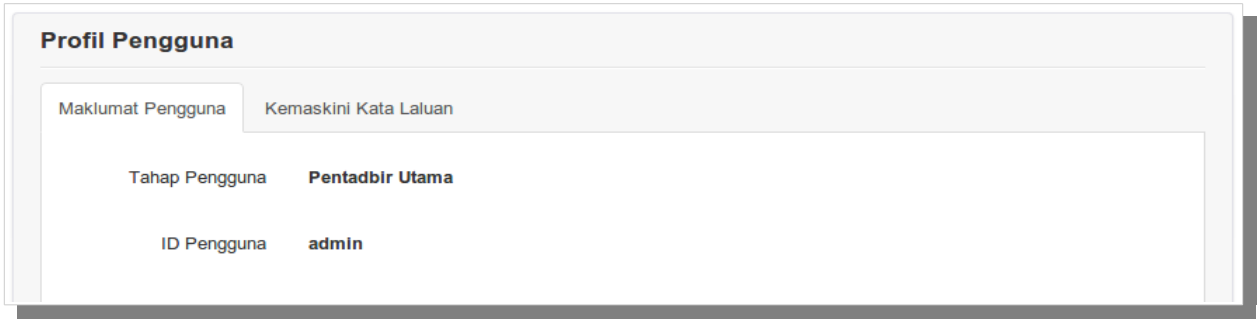


Illustration 7.2: User profile page.

6.1.1 Edit User Detail

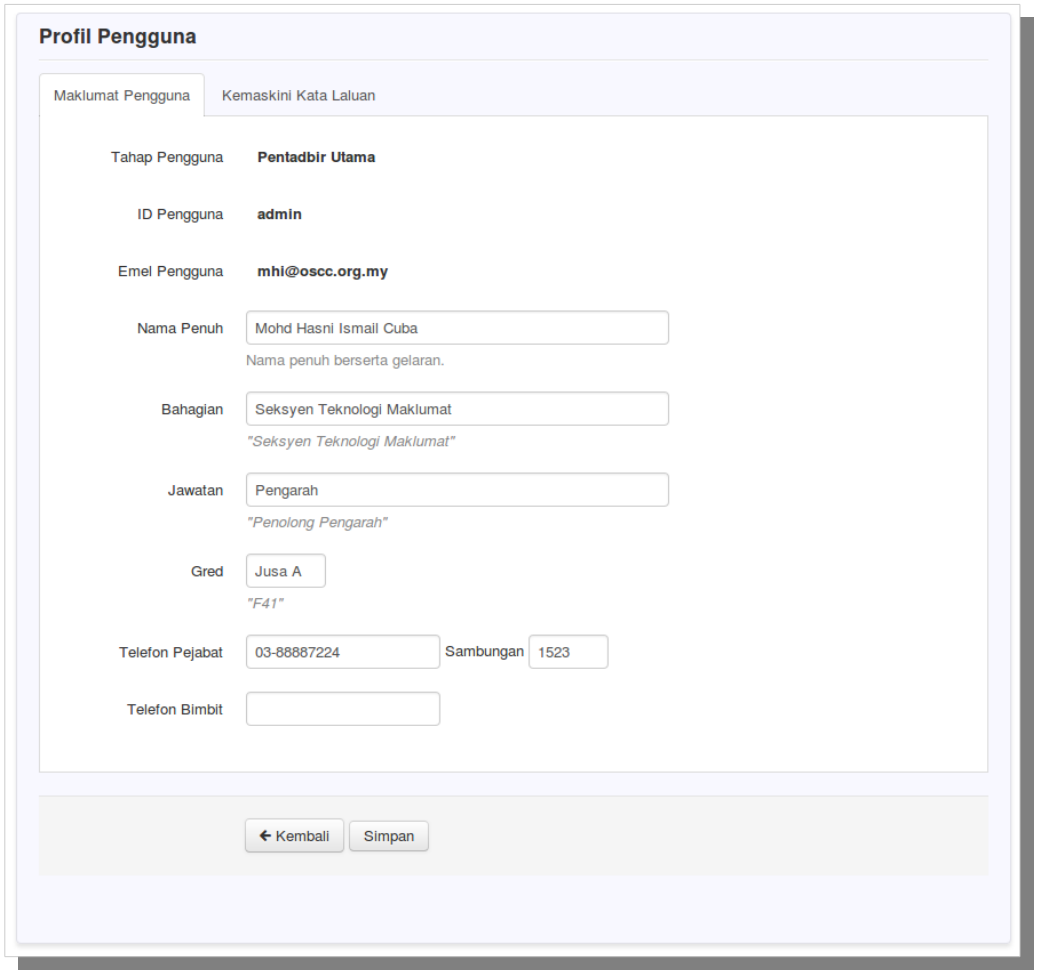


Illustration 7.3: User detail form

Fields:

*Nama Penuh**	User full name
*Bahagian**	Division
*Jawatan**	Designation
*Gred**	Grade
Telefon Pejabat	Office phone number
Telefon Bimbit	Mobile phone number
* *Mandatory Fields*	

Modify the fields. Click **“Simpan”** button to save the record, system will be redirected back to **“Profil Pengguna”** form if it has been saved successfully. Remember, all fields with the sign

next to it are required.

6.1.2 Update Password

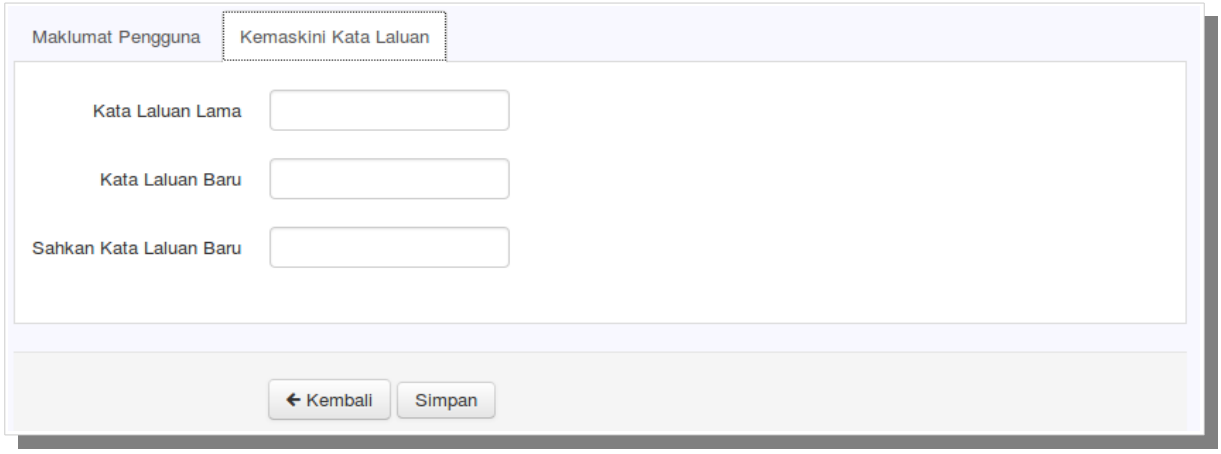


Illustration 7.4: Update password form

Fields:

Kata Laluan Lama	Old password
Kata Laluan Baru	New password
Sahkan Kata Laluan Baru	Confirm new password. Must match with *Kata Laluan Baru*.

To update password, user required to enter the old password. Then complete as well "**Kata Laluan Baru**" and "**Sahkan Kata Laluan Baru**" fields and make sure to enter the same new password. Click **"Simpan"** button to save the record, system will be redirected back to **"Profil Pengguna"** form if it has been saved successfully. In case if user has forgotten their old password, they can reset it by using the forgot password form which can be found on the login form.

7 SEARCH

7.1 Search

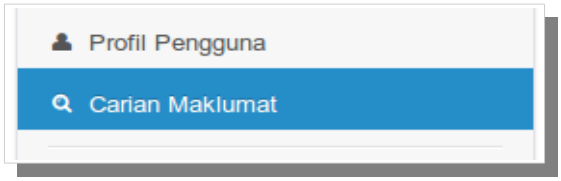
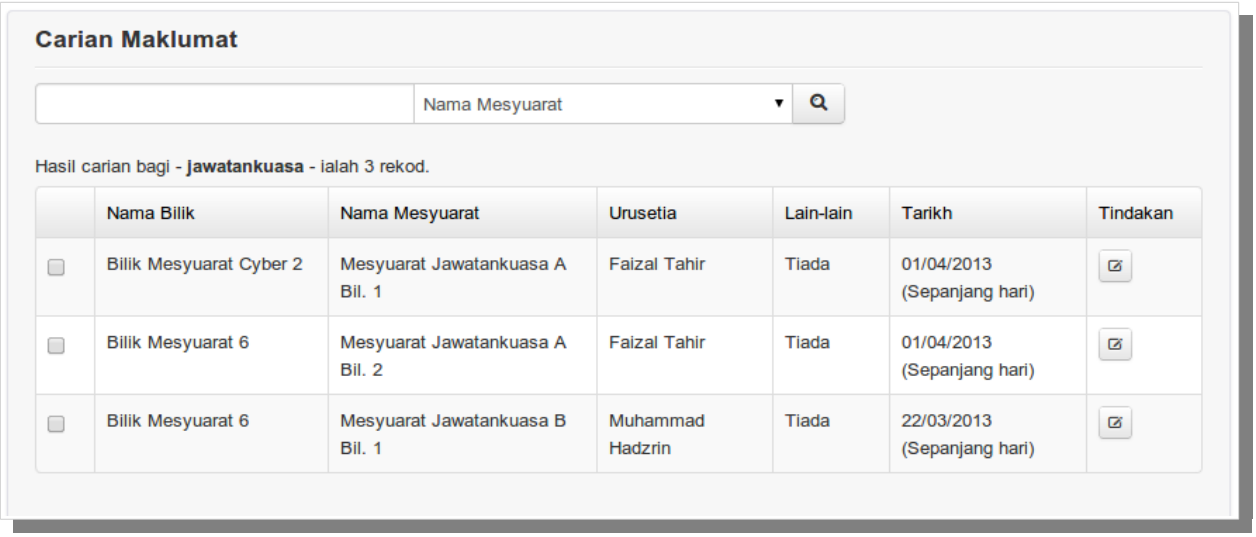


Illustration 8.1: Navigation list for search module.

To search information related to booking, click "**Carian Maklumat**" link located at navigation list and search form will be displayed. Start using the module by specifying the search filter; "**Nama Mesyuarat**" and "**No. Rujukan Tempahan**". Afterward type in a keyword that coincide with the search filter chosen earlier. Click the magnifying glass icon button to start searching. It will list all the records found below the search form.



	Nama Bilik	Nama Mesyuarat	Urusetia	Lain-lain	Tarikh	Tindakan
☐	Bilik Mesyuarat Cyber 2	Mesyuarat Jawatankuasa A Bil. 1	Faizal Tahir	Tiada	01/04/2013 (Sepanjang hari)	
☐	Bilik Mesyuarat 6	Mesyuarat Jawatankuasa A Bil. 2	Faizal Tahir	Tiada	01/04/2013 (Sepanjang hari)	
☐	Bilik Mesyuarat 6	Mesyuarat Jawatankuasa B Bil. 1	Muhammad Hadzrin	Tiada	22/03/2013 (Sepanjang hari)	

Illustration 8.2: Search form and results.